

**EAST WINDSOR BOARD OF FINANCE  
SCHEDULE FOR FY 2007 BUDGET  
REVISED 3/22/06**

*Please contact the Town Clerk's Office at 860-292-8255 for postings of Special Meetings and Meeting Cancellations*

<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>	<u>SPECIAL MEETINGS OR CRITICAL TASK</u>
1/17/06 Tuesday	7:30 pm	Town Hall	1) Joint Meeting Board of Selectmen (BOS) and Board of Finance (BOF) to prepare budget letter. 2) Presentation of Capital Improvement Plan.
1/15/06 Sunday	n/a		<b>BY CHARTER, ON OR BEFORE 1/15:</b> BOS to provide budget guidelines to all offices, boards, commissions and other agencies supported in whole or in part y Town funds.
1/31/06 Tuesday	7:30 pm	Town Hall	Joint meeting of all Boards and Commissions – Review budget guidelines.
2/15/06 Wednesday	n/a		<b>BY CHARTER, ON OR BEFORE 2/15:</b> Board of Education budget due to BOF by today. Budget requests from all agencies & departments due at office of First Selectman. Capital Improvement Plan submitted by BOS to BOF by today.
<b>2/15/06 Wednesday</b>	<b>7:30 pm</b>	<b>Town Hall</b>	<b>BOF Regular meeting to include – BOS/BOF discussion of responses to Auditor's recommendation in annual Report for 2005.</b>
2/20/06 Monday	n/a		Prepared budget books to be compiled and ready at office of First Selectman – 8 copies for BOF members and alternates and 6 copies for BOS members.
2/22/06 Wednesday	7:30 – 9:30 pm	TH Annex	<del>Budget presentation – Police Commission, Police Department &amp; related entities.</del> OPEN
3/1/06 Wednesday	7:30 – 9:30 pm	EWHS	Budget presentation – Board of Education
3/8/06 Wednesday	7:30 – 9:30 pm	Middle Sch Auditorium	Budget presentation – Fire Departments and Ambulance Association
<b>3/15/06 Wednesday</b>	<b>7:30</b>	<b>Town Hall</b>	<b>BOF Regular meeting – followed by budget presentations: Town agencies (Library, VNA, Cemetery Assoc. &amp; all other agency budgets).</b>
3/22/06 Wednesday	7:30 – 9:30 pm	EWHS	Budget presentation – Selectmen's Budget and Town Department Budgets.
<b>3/29/06 Wednesday</b>	<b>7:30 – 9:30 pm</b>	<b>EWHS</b>	<b>Budget presentation – Police Commission, Police Department &amp; related entities.</b>
3/31/06 Friday	n/a		<b>BY CHARTER, ON OR BEFORE 4/1:</b> BOS to submit budget recommendations to BOF

<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>	<u>SPECIAL MEETINGS OR CRITICAL TASK</u>
4/4/06 Tuesday	7:30 pm	Town Hall	BOS to discuss their recommendations – Joint meeting with BOF
4/5/06 Wednesday	7:30 – 9:30 pm	EWHS Cafe	Budget Workshop – begin with presentation of revenue projections.
4/11/06 Tuesday	7:30 – 9:30 pm	EWHS Cafe	Budget Workshop
4/12/06 Wednesday	7:30 – 9:30 pm	EWHS Cafe	Budget Workshop
4/18/06 Tuesday	7:30 pm	EWHS Cafe	Budget Workshop (if needed)
<b>4/19/06 Wednesday</b>	<b>7:30 pm</b>	<b>Town Hall</b>	<b>BOF Regular meeting – followed by budget workshop to finalize budget if needed.</b>
4/25/06 Tuesday	n/a		<b>BY CHARTER, AT LEAST 5 DAYS PRIOR TO PUBLIC HEARING:</b> Public notice of Public Hearing in Journal Inquirer.
4/27/06 Thursday	n/a		<b>BY CHARTER, NOT LESS THAN 48 HOURS PRIOR TO PUBLIC HEARING:</b> Copies of Proposed Budget to be available in Town Clerk’s Office.
5/2/06 Tuesday	7:30 pm	Middle Sch	<b>BY CHARTER, NOT LATER THAN 14 DAYS PRIOR TO BUDGET MEETING:</b> Public Hearing
5/3/06 Wednesday	7:30 pm	EWHS Cafe	Meeting to consider recommendations & suggestions made at Public Hearing
5/9/06 Tuesday	n/a		<b>BY CHARTER, AT LEAST 5 DAYS PRIOR TO TOWN MEETING:</b> Publish notice of Annual Budget Meeting & proposed budget in Journal Inquirer. Provide copies of proposed budget to Town Clerk.
5/16/06 Tuesday	7:30 pm	EWHS	<b>BY CHARTER, ON 3<sup>RD</sup> TUESDAY OF MAY:</b> Annual Budget Town Meeting followed by <i>SPECIAL MEETING</i> to set mill rate or to set date for next Town Meeting if proposed budget is not approved.